

# WALTHAM PARISH COUNCIL

*Mrs L Leach*  
(Clerk to the Council)  
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*Parish Office*  
*Kirkgate Car Park*  
*Kirkgate*  
*Waltham*  
*Grimsby*  
*DN37 OLS*

Dear Sir/Madam

I hereby give you notice that the *Annual General Meeting* of Waltham Parish Council will be held in the Library Meeting Room, Waltham on Tuesday 2<sup>nd</sup> May 2017 commencing at 7.00pm. All Members are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting hereunder.

*Mrs L Leach*  
Clerk to the Council

25<sup>th</sup> April 2017.

*Agenda:*

- 01.05.2017 To appoint a Chairman for the year 2017/2018.**
- 02.05.2017 Signing by the Chairman of his/her Declaration of Office.**
- 03.05.2017 To appoint a Vice Chairman for the year 2017/2018.**
- 04.05.2017 Declarations of Interest.**
- a) To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared
  - b) To note dispensations given to any member of the council in respect of the agenda items listed below.
- 05.05.2017 To receive any apologies from Members not able to attend the meeting.**
- 06.05.2017 To elect Councillors to serve on the Parish Council committees and working groups, to appoint or confirm to representation to outside bodies and to consider any amendments to the highways allocations.**
- 07.05.2017 Open Forum Under Suspension of Standing Order No 21.**  
*The meeting will have a period of public consultation which shall not exceed 15 minutes in total, no individual speaking for more than a maximum of 5 minutes. At the Chairman's discretion this time may be extended. If a member of the public wishes to speak on non-scheduled Agenda items, the Council may have to carry the item and/or any action forward to the next meeting.*
- 08.05.2017 To consider and approve the Minutes of the meeting held on 4<sup>th</sup> April 2017.**
- 09.05.2017 To receive a report from Police Liaison.**
- 10.05.2017 To discuss Waltham Fire Station – Cllr Shaw requested item.**
- 11.05.2017 To receive information from Town and Parish Council meeting/ education officer and for the Parish Council to discuss the Waltham Parish Community Led Plan.**
- 12.05.2017 Clerk's Report & Correspondence received since meeting of 4<sup>th</sup> April 2017.**
- a) Two representatives are invited to attend the Mayor Making Ceremony on Thursday 18<sup>th</sup> May 2017 at Grimsby Town Hall at 7pm. Anyone wishing to attend should book through the Clerk.
  - b) The Clerk has received a request for information on Councillors land ownership. The requester was directed to the published councillors' register of interests.
  - c) NELC have confirmed that they have started re-start negotiations with the owner of Wheatfield Drive property, hoping of an end result in bringing the property back into use.
  - d) The Land Registry documents held for the village green do not show the ownership of land beyond wall next to the Kings Head.
  - e) NALC have written inviting entries from Parish Councils into the NALC Star Council's Awards 2017.
- 13.05.2017 To receive and confirm progress on the action sheet since publication.**

#### **14.05.2017 Planning.**

*a) Planning decisions, correspondence and planning matters:*

- (i) Application DM/0168/17/FULA St Andrews Cottage 7 The Drive, Waltham has been approved under delegated powers by NELC.
- (ii) Application DM/0116/17/FUL 21 Golf Couse Lane, Waltham has been approved under delegated powers by NELC.

*b) Planning applications received and to be considered:*

**1. DM/0292/17/FUL Plot 3 Land South of Ings Lane, Waltham**

Variation of Condition 15 (Approved Plans) following application DM/1192/15/FUL (Erection of 10 detached dwellings with garages and associated works (Re-design of previously approved application DC/651/11/WAB)) to revise the house type and garage design for Plot 3.

**2. DM/0328/17/FUL 1 Wray Close, Waltham**

Convert existing attached garage to form bedroom and ensuite and erect single storey extension to front.

**3. DM/0374/17/FUL 14 Summerfield Avenue, Waltham**

Variation of Condition 2 (Approved Plans) as granted on DC/128/13/WAB a single storey extension to side to form a first floor bedroom with access below and a single storey and two storey extension to rear to form a sun room and larger bedroom) to extend the rear extension by 1.5m

**4. DM/0362/17/OUT Land Adj Old Nursery, Cheapside, Waltham**

Outline application to erect 9 dwellings and garages with all matters reserved.

**5. DM/0364/17/FUL Plot 4 Brook Lane, Waltham**

Variation of Condition 15 (Approved Plans) following application DM/1192/15/FUL (Erection of 10 detached dwellings with garages and associated works (Re-design of previously approved application DC/651/11/WAB)) to revise the design and appearance of a detached dwelling with integral garage for Plot 4.

#### **15.05.2017 Pavements/Street Lighting/Highways**

- a) To receive notice from NELC on Pothole Fund Shortlist Locations
- b) To receive update from NELC on petition for Sunningdale land.
- c) To receive responses from residents over bus shelter request on High Street.
- d) To receive a report from NELC Highways Safety manager on outstanding village issues.

#### **16.05.2017 To receive any reports from the following working groups:**

- (a) Waltham in Bloom/ Best Kept Village.**
- (b) Gravel Pit Allotments** – To receive and consider any quotations for trees at allotments.
- (c) Station Road Allotments.**
- (d) Parks and Open Spaces.**
  - (i) To receive a letter from Waltham Royal British Legion regarding memorial bench.
  - (ii) To consider application for approved suppliers list.
  - (iii) To receive tenders and consider awarding the summer planting contract.
  - (iv) To receive any update from Solicitors on Fairway land.
- (e) CCTV** – Emergency repairs undertaken on failed power supply to roving camera.
- (f) Public Rights of Way.** – To consider asking for update on FP72 from NELC.
- (g) Bowling Green.**
- (h) Youth** – Councillors supplied with details of Skate Park in Caistor.
- (i) Website.** – To receive any observations from councillors over new website.

#### **17.05.2017 Parish Office Matters.**

- a) To receive an update on lone working and parish office security and consider any further requirements.

#### **18.05.2017 Finance Items.**

- a) To receive a list of Accounts payable up to 2<sup>nd</sup> May 2017 and approve their payment.
- b) To consider holding a dedicated Finance Meeting in order to review the assertions required by the Proper Practices in order to meet requirements for the Annual Return and receive the End of Year Accounts.

Date of Meeting	Decision taken	Action	By	Status as of 25th April 2017	Red = To do/outstanding Orange = Started Green = Completed
1st December 2015 - 1st Nov 16	Accept offer of free labour for kick about wall - Chase up building of kick about wall	Make contact with builder	LL	7/2/17 - allow area to dry up then chairman to make contact. Contact made 28/3/17 Mr Strawson has agreed to elevate this project for completion	
1st December 2015 - 1st Nov 16	obtain quotations for materials for kick about wall and bring back to future agenda - Chase up	Make contact with builder	LL	7/2/17 - allow area to dry up then chairman to make contact. Contact made 28/3/17 Mr Strawson has agreed to elevate this project for completion	
6th Dec 2016	Investigate cost of possible replacement pole frame or marquee	Obtain costs on different solutions and add to agenda	LL/MA	12m x 6m Marquee replacement approx £500 to £1300.00 from Gala Marquees.	Quotes on June agenda. May agenda full.
10th January 2017	Carry out update of Emergency Plan for village	carry out update	LL	Completed and distributed to emergency services	
10th January 2017	Make further enquiries about signage for extra recycling centre in Neville Turner Way & advertise recycling on Facebook	Contact NELC & Ward Councillors & put up advert on Facebook	LL	Advert put on Facebook 24/1/17. New sign ordered 10/2/17. Chased 22/3/17. Sign ready to be collected and erected April 2017	
7th February 2017	Arrange for In Bloom signs to be changed	Contact signage company and order	MA	Order placed. Briggsley Road sign completed, others ongoing.	
7th February 2017	Draw up schedule of works for trees at allotments and contact tree officer for advice	draw up schedule of works and ask tree officer for advice	LL	Contacted Tree officer 16/3/17, no TPO's on trees. Spec drawn up and meeting with contractors for prices to bring back to council.	Prices to be submitted for May Agenda
7th February 2017	Obtain quotations for relocating or raising of teen shelter in Mount Pleasant	Bring quotes to future meeting.	LL	Contacted installers awaiting quotations	
7th February 2017	Order shed for new trolley	Place order	LL	prices obtained. Awaiting purchase	Update on May Agenda
7th March 2017	Investigate alternative suggestions for deploying of Defib machine and bring back to future meeting	Carry out investigations and add to future agenda	LL	Details received over retuning policy from EMAS. Alternative methods of return being investigated	
7th March 2017	Councillors to provide information on bins on their walking area and bring back suggestions to the Clerk who will collate the information.	CLRs to inform clerk of bins located on walking routes	All Councillors	Work ongoing.	
7th March 2017	Draw up list of questions for Educational officer	Send over list of questions	LL	list sent to Education Officer 27/3/17.	Response on May agenda
7th March 2017	contact our Solicitor and challenge the map provided and inform them of the 6ft fence that has been erected over the access.	write to solicitor	LL	Encroachment of land measured & new scale maps drawn up. Letter to solicitor sent 27/3/17. Awaiting response.	Response on May Agenda
4th April 2017	Update Parish Records with new Councillors information	Update all records to include new Councillor	LL	Done 12/4/17	
4th April 2017	Inform Electoral Services of new Councillor & send over Register of Interest when received	Contact Electoral Services at NELC	LL	Done 12/4/17	
4th April 2017	Write to Humberside police ask questions re: screened out offences and obtain details on shop thefts.	Write to Humberside Police, Copy in Martin Vickers MP	LL	Letter Sent	
4th April 2017	Inform Estuary TV that Cllr Conolly is contact as media hound	Contact Estuary TV	LL	Contacted Estuary TV with details. 5/4/17. First interview to take place 11/4/17 re Waltham In Bloom	
4th April 2017	obtain advice on media training for Cllr Conolly	Seek advice on media training	LL/EC	Estuary TV holding event end of June Cllr Conolly & Clerk invited. Cllr Conolly also enquired on media training with NELC.	
4th April 2017	Visit Archives to see if land registry of village green includes piped in section of Buck Beck	Visit Archives	LL/LC	LC Visited 5/4/17, copies of land registry maps do not show piped in area as within boundary.	
4th April 2017	Contact drainage officers at NELC to inform them of findings over Land Registry documentation	Contact NELC drainage team	LL	emailed drainage team 5/4/17 to inform them of finding, they are looking into registering right of access to repair/maintain	



4th April 2017	Contact resident over findings	contact resident	LL	resident emailed 5/4/17	
4th April 2017	Agreed to Church using green for Easter Cross	Contact church	LL	Letter sent 5/4/17	
4th April 2017	Contact residents adjoining bus stop on High Street to see if they would have any concerns to a bus shelter at this stop	Write to residents	LL	Letter hand delivered 10/4/17	Responses on May agenda
4th April 2017	Write to NELC re un-kept properties	Write to NELC, copy in M Vickers MP	LL	letter sent 24/4/17	
4th April 2017	Obtain costs on marquees for next meeting	obtain quotations	LL		On May Agenda
4th April 2017	Contact developer for Helsenor & Highgate regarding footpath location	Contact developer	LL	Letters sent	
4th April 2017	Distribute a copy of planning training slides to all Councillors	Send copy of slides to Councillors	LL	Emailed to all councillors 18/4/17	
4th April 2017	Add Waltham Parish Community Led Plan to next agenda	Add to next agenda	LL	Added 6/4/17	On May Agenda
4th April 2017	Send invite to Steering Group to discuss Waltham CLP at next meeting	Send out invite to steering group members	LL	Emailed all steering group members re Waltham Community Led Plan 10/4/17	On May agenda
4th April 2017	Send in Parish Council recommendations over planning applications heard.	send in comments via planning portal	LL	Completed forms on line 5/4/17	
4th April 2017	Add Barnoldby/Bradley Road roundabout to meeting with Highways manager. Add humped zebra crossing Barnoldby Road to same list Enquire why bus stop on Barnoldby Road has do not use sign on it.	Add to highways issues	LL	Added to highways meeting agenda 5/4/17	
4th April 2017	Clerk to investigate if property in New Road has changed hands	Investigate via rightmove	LL	Property not changed hands since 2006	
4th April 2017	Write to householders representative re bush on parish land obscuring view of drivers	write to householders representative	LL	Letter sent 11/4/17	
4th April 2017	Respond to resident who wrote in re bush obscuring view	respos to residents request	LL	Email sent 11/4/17	
4th April 2017	Contact NELC Enforcement regarding reinstatement of grass verge on Ings Lane	Contact NELC Enforcement	LL	Email sent 5/4/17	
4th April 2017	Organise details for holding of Waltham In Bloom competition	Posters, news releases, allotment notices, write to all care homes in village. Make up judging sheets, lists for Councillors organise trophies, prizes etc.	LL	Work started and is Ongoing 24th April 2017	
4th April 2017	Contact CPRE and enter Best Kept Village Competition	Contact CPRE & pay entrance fee of £25	LL	Entry submitted 12/4/17	
4th April 2017	Set up working group for Best Kept Village Competition	Set up working group	LL	Working group set up and all members issued with last years score sheet	
4th April 2017	Arrange for letters to be sent to all businesses including sponsorship details	print and deliver letters	LL	Letter printed and hand delivered to all shops 21/4/17	
4th April 2017	Contact plant suppliers for summer planting schemes - Budget as last year	Contact suppliers	LL	Rang 21/4/17	
4th April 2017	Draw up specification for installation of summer planting scheme and sent out to tender	Sent out to tender	LL	Tender drawn up and sent out to 3 contractors 10/4/17	On May agenda
4th April 2017	Go Live with new website on 13th April 2017	Go Live	LL	Comments to be added to May agenda	On May agenda
4th April 2017	Enquire with NELC what happened with petition re Sunningdale land, is this going to be cut this year	Contact NELC	LL	emailed NELC 10/4/17, enquiries into status of petition ongoing.	
4th April 2017	Purchase garden voucher for Mole Catcher	Purchase voucher	LL	purchased 24/4/17	
4th April 2017	Inspect croquet Lawn at Bowling Club, if satisfactory payment for turf should be made.	Inspect croquet lawn	LL	Awaiting availability to inspect	
4th April 2017	Purchase boards for edge of Bowling Green with donation from Bowls Club	Order materials for edge of bowling green	LL	New account opened, Order placed 18/4/17, awaiting delivery	
4th April 2017	Change rates into Waltham Park Bowls Club name	Contact NELC rates department	LL	Asked Bowls club for contact details for application form.	
4th April 2017	Look at Caistor play area and enquire over funding/liability aspect with Caistor council	contact Caistor council	MA/LL	Emailed Clerk for Caistor Town Council Rhino equipment installed last year at a cost of £65k. Details provided to Councillors	
4th April 2017	Send Affiliation payment to Wolds Bus of £5	send in payment	LL	Paid 21/4/17	
4th April 2017	Hold Senior Residents tea party at the end of May.	Organise Tea Party	LL/PS	preparation work started. Date yet to be agreed with British Legion	
4th April 2017	Add Office security to next agenda	Add to next agenda	LL	done 6/4/17	On May agenda
4th April	Accounts Payable to be sent out	Send out approved accounts	LL	Done 5/4/17	
<b>Year End Accounts, Internal Audit &amp; External Audit information also completed in April.</b>					